

## **EMPLOYEE CHECK OUT/TRANSFER FORM**

### INSTRUCTIONS:

**Supervisor:**

Initiate form and instructions to complete the check-out procedure to staff transferring within or leaving ARB. Ensure that all items assigned to the departing/transferring employee are returned and accounted for prior to signing number 1. The Supervisor is responsible for contacting the Office of Information Systems (OIS), EO, to ensure electronic files and documents are appropriately transferred from the employee prior to LAN and E-mail check-out.

**Employee:**

Return all items that were assigned and obtain signatures as designated below. The Fiscal portion of number 4 must be completed last. El Monte Employees--your divisional data processing contact will sign all of number 3, Administrative Services Division staff will sign all of number 4.

NAME:	DIVISION:	SECTION:	UNIT:
WORK #	LAST DAY OF WORK:	BUILDING CARD KEY ACCESS #	TRANSFERRING TO:

SIGNATURE

DATE

**1. DIVISION SUPERVISOR**

*Return misc. assigned items, transfer computer files....*

**2. LIBRARY**

*Check circulation status.....*

*Transfer journal(s) recipient.....*

**3. OFFICE OF INFORMATION SERVICES**

*Cancel Teale data center user ID.....*

*Cancel Teale data center token .....*

*Cancel E-mail .....*

*Cancel server account .....*

**4. ADMINISTRATIVE SERVICES DIVISION**

**Labor Relations, Exam & Training Branch**

**Training Specialist**

*Conflict of Interest form, cancel scheduled training, return training tapes and materials.....*

**Management Services Branch**

**EEO Officer**

*Complete Exit Interview questionnaire.....*

**Employee Transportation Coordinator (Sacramento only)**

*Return "Guaranteed Ride Home" transportation voucher parking permit, shuttle pass .....*

**Safety Coordinator**

*Return safety equipment, safety videos .....*

**Business Services Branch**

*Return keys (card, office, bike locker), charge cards, ID photo, misc. equipment, complete parking documents .....*

**Classification & Transactions Branch**

**Personnel Services Specialist**

*Complete timesheet, separation documents, final payroll .....*

**Accounting & Grants Branch**

*Clear salary/travel advance, jury duty, release paycheck .....*

**ALL OF THE ABOVE ITEMS MUST BE COMPLETED PRIOR TO FINAL PAYCHECK BEING RELEASED**

**PLEASE NOTE:** It is the employee's responsibility to return assigned items to the appropriate unit as listed above. Failure to do so may result in charges for lost items.